

FMPP Application Checklist

This application checklist is designed to provide you with a quick overview of the submission requirements for Farmers' Market Promotion Program (FMPP) grant applications. Listed below are all of the documents and forms that need to be included in the application package, along with instruction on how to obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number if you do not already have one. Copies of the required SF-424 forms have been included in this mailing for your use.

- _____ 1. **Form SF-424**, "Application for Federal Assistance." This form must be returned to AMS with an original signature.
- _____ 2. **Form SF-424A**, "Budget Information – Non-Construction Programs."
- _____ 3. **Form SF-424B**, "Assurances – Non-Construction Programs."
- _____ 4. **DUNS Number.** Did you remember to insert the DUNS number on the SF-424 form, "Application for Federal Assistance"? If you do not already have a DUNS number, you may acquire one at no cost by calling the dedicated toll-free DUNS number request line on 1-866-705-5711 or on-line at <http://www.dnb.com/ccr/register.html>.
- _____ 5. **Eligibility Statement.** Have you provided an explanation of how the applicant(s) meet the definition of an eligible entity?
- _____ 6. **Proposal Narrative.** Have you included each of the 9 sections required in the proposal narrative, as listed in the enclosed FMPP guidelines document?
- _____ 7. **Evaluation Criteria.** Have you addressed each of the 8 evaluation criteria listed in the enclosed FMPP guidelines and the Notice of Funds Availability (NOFA) document?
- _____ 8. **Supporting Documents.** Do you have letters of commitments from project participants and/or descriptions of their qualifications that you could include with the application package?

Please note that this checklist should only be used as supplemental guidance. Detailed information about the preparation of a FMPP grant proposal, along with instructions on how to submit a completed application package to AMS for funding consideration, are provided in the enclosed FMPP guidelines document.